

PART TIME ACCOUNTANT

30 hour per week



S.A.L. Trading Limited requires a Part Time Accountant in its Devonshire Accounting/Executive Offices.

Responsibilities:

- Preparation and entry of key journal entries as part of the day to day and monthly accounting process
- Daily cash reconciliation
- Monthly reconciliations of Bank and General Ledger Accounts
- Maintenance of Fixed Assets and Prepaid Expenses Registers
- Human Resource functions inclusive of preparation of weekly payroll
- Internal audit functions in support of the Senior Accountant and Chief Financial Officer
- Key involvement in the preparations for and support during the external audit process
- Support for other accounting functions, inclusive of Accounts Payable, Accounts Receivable and Customs Clearance functions. Support will include filling in for these functions during periods of leave
- Provide phone coverage during lunch, vacation etc.
- Ad hoc requests consistent with the functions of an accounts office

Qualifications:

- Minimum of a university degree in Accounting
- Strong accounting background with at least 3 years on the job experience
- Ability to interpret and analyze financial data
- Computer literacy and proficiency in Microsoft Office Suite (Word and Excel) and Quickbooks
- Strong written, oral communication and interpersonal skills
- Strong organizational skills – the position requires multi-tasking and meeting deadlines
- Ability to handle confidential/sensitive information in a professional way
- Excellent work ethic

This position will suit a mature individual who is well versed in problem solving. The Accountant will be expected to work a reasonable amount of overtime as determined by the demands of the position and the needs of the Company.

The normal workweek is 9:00 am to 4:00 pm (with one hour for lunch) Monday to Friday.

The closing date is end of day **August 12, 2016**. E-mail your resume to hr@sal.bm or mail to the attention of:

Human Resources Officer

S.A.L. Trading Limited
P.O. Box HM1190, HAMILTON HM EX.

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RESIDENCY HOLDERS ONLY NEED APPLY.***